



Bureau of School Safety & Facilities

25 Hall Street, Concord, NH 03301

Telephone: (603) 731-2012

Approval to Operate a K-12 Public School Facility for Educational Purposes

(public district schools, public academies, and chartered public schools)

Last revised: March 12, 2024

INSTRUCTIONS: To request approval to operate a school facility for K-12 educational purposes, complete and submit this application to the department no later than 60 days prior to student occupancy. The application must be in PDF format and each attachment listed in section C must be saved as a separate PDF. All PDF documents (the application and attachments) shall be submitted in one email with a subject line "Request for Approval to Operate" to Marlon Austin, School Facility Inspection Program Administrator, at marlon.s.austin@doe.nh.gov. A separate form is needed for each building.

Section A: School Information

School name:		SAU#:	Date:
Contact's name:	email:		Phone:
Building Name:		Tip: The building name should be a name that, when used, the school can identify which building is being referenced.	
Building location:		(street# and street) (town/city)	
Briefly describe the building's proposed use:			
What best describes the building use:		If other: _____	
Tip: Each school is assigned one main building. If this building is the only building for the school, select "main building." If the school has multiple buildings, only one main building should be assigned. For example, if a school has 2 general educational buildings, one would be assigned "main building," and the other would be assigned "general use" (or as applicable).			
The area in the building the school operates: _____ square feet			
Water supply:	If domestic well, enter NHDES public water supply system ID: _____		
Wastewater:	If other _____	If septic, approval: _____	
Did construction activities take place (or will there be before opening)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will food service operations take place in the building?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will art or science room chemicals be used in the building?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION B: Assurances – Initial each component of the assurances acknowledge the following:

Initial	Assurance
	Adequate health services will be provided that ensure the privacy and health of all students, including a private waiting area for sick students, an isolation area for students that may need to be isolated due to illness, a nearby restroom that meets accessibility requirements pursuant to Abfd 300, and if a school nurse is on staff, a private space for examining patients that includes a sink with hot and cold water. For schools that do not have a nurse on staff, the private waiting area and the isolation area do not need to be spaces that are dedicated solely for this use. However, the school needs to have a private area where sick students can wait or be isolated when it is necessary to do so.
	Sufficient storage will be provided that allows the proper storage of cleaning supplies, tools, spare parts, unused furniture, equipment not in use, and other like items required for custodial and maintenance activities.
	An emergency shower and eye wash stations will be provided for all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used, and they comply with the American National Standards Institute Z-358.1 Eyewash standards 2014, as referenced in Appendix II.
	All laboratories and combination lab classrooms will be operated to reduce potential hazards by providing at least 50 net square feet per pupil for each lab and at least 60 net square feet per pupil for each combination lab classroom.
	All asbestos-containing materials identified will be safely managed pursuant to Env-A 1800, if applicable.
	All drinking water at all locations where water is available for consumption by students has been tested for lead and remediated in accordance with RSA 485:17-a.
	A <u>current</u> site-specific emergency operation plan (EOP), that includes this new facility, is on file with New Hampshire homeland security and emergency management as required by RSA 189:64.
	<p>The school's facility maintenance plan includes the items listed below, or there is a contract/formal agreement in place that fulfills the items listed below:</p> <ol style="list-style-type: none"> 1. Building characteristics such as building square footage, age of building, types of building components, and systems 2. Facility safety procedures 3. Custodial training 4. Maintenance staffing needed to operate the facility 5. Custodial services, including a schedule of routine maintenance activities 6. An integrated pest management plan 7. A healthy indoor air quality plan 8. Preventative maintenance program 9. A work order system, such as a computer maintenance management system 10. A description of the contracted services needed

SECTION C: Attachments – Submit attachments in PDF format with the following file naming convention:

Attachment	Filename
01 <input type="checkbox"/>	01*.pdf
02 <input type="checkbox"/>	02*.pdf
03 <input type="checkbox"/>	03*.pdf
...	...

For example, when submitting the certificate of occupancy for attachment 01, acceptable filenames include: "01certificateofoccupancy.pdf", "01_CO.pdf", "01 school cert occupancy.pdf".

01 Certification that the building meets state building code, RSA 155-A and State Fire code, RSA 153:1,VI-a and Saf-Fmo 300. The certification is almost always in the form of a Certificate of Occupancy (CO) for educational use, issued by the town.

02 Certification that the building meets accessibility standards pursuant to Abfd 300. This certification is typically provided by a signed statement by a licensed architect or other professional with knowledge of the Americans with Disabilities Act.

03 A copy of a completed health inspection conducted by the local health officer to ensure that facility is operating in a suitable and sanitary building, as required by RSA 189:24. A copy of the health inspection form can be found on the School Facility Inspection Program website [here](#).

04 A copy of the Asbestos Hazard Emergency Response Act (AHERA) report form a certified asbestos inspector, who is certified in accordance with Env-A 1810. For more information on School responsibilities for managing asbestos in schools visit New Hampshire Department of Environmental Services Asbestos website [here](#).

05 A copy of the school's toxic chemicals/pesticides policy required by Ed 320.02 (3) to minimize the use of toxic chemicals for cleaning and pest control and to not permit staff to bring cleaning products or pesticides into the facility without approval from the school administration.

06 A copy of the school's no-idling policy required by RSA 200:48 to minimize or eliminate pollution caused by idling motor vehicles (chartered public schools exempt from this requirement)

07 If construction was completed in the building, a letter from the state fire marshal stating that construction drawings and specifications have been evaluated and approved by the state fire marshal for compliance with the state fire code under RSA 153:1, VI-a and Saf-Fmo 300, as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. For more information on the State Fire Marshal's Office plan reviews, visit their website [here](#).

08 If food service operations are to take place in the facility, a letter of approval from the bureau of food protection at the New Hampshire department of health and human services as provided in He-P 2304, or a letter from one of the self-inspecting municipalities granted licensing authority by the New Hampshire department of health and human services, complies with local food regulations.

09 If art or science room chemicals are used in the building, a chemical hygiene plan that identifies, at a minimum, the following:

- a. That all chemicals shall be properly stored and labeled.
- b. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code.
- c. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials.
- d. That all rooms and storage areas with chemicals shall have proper ventilation.
- e. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations.
- f. That all chemicals shall be properly managed and disposed of.
- g. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200.

Section D: Certification - The superintendent of schools or charter school leader must sign this certification as described below. No approval to operate will be made without a current signed certification on file.

I, the undersigned official legally authorized to bind the named public school (public district school, public academy, or public chartered school), hereby apply for the approval to operate the above-described building, on behalf of the school named below. I certify, to the best of my knowledge, that the below named school will adhere to and comply with these assurances, terms, and requirements. I further certify to the best of my knowledge and belief that the above information is correct.

Signature of Superintendent of Schools or Charter School Leader

Date:

What's next?

Upon review of your application the department will:

- 1. Within 30 days, contact you to schedule a site visit to verify the information submitted.
- 2. Shortly after the site visit, make a determination on the application in accordance with Ed 320.02 (c).